

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

March 31, 2000

**SUBJECT: ACTIVATION OF THE CAL/GANG SYSTEM AND GANG FILE
GUIDELINES**

PURPOSE: Violent street gangs have threatened the safety of our community for many years. As the level of criminal gang activity and sophistication have increased, the need to maintain intelligence information on gang members and their criminal activities has grown. For several years, the Department has centralized its gang intelligence in the Gang Tracking System (GTS). Meanwhile, the Los Angeles County Sheriffs Department (LASD) has utilized a separate centralized database called the Gang Reporting Evaluation And Tracking (GREAT) System.

In an effort to foster interagency cooperation and facilitate the exchange of gang information, the CAL/GANG system was established in 1998. The CAL/GANG system combines GTS and GREAT, along with gang information from many other law enforcement agencies, into one centralized database and provides a statewide resource of information on gangs and gang members. This database is the latest evolution in information technology management and serves as an innovative investigative tool for combating criminal gang activity. As such, the CAL/GANG database contains sensitive information that requires an emphasis on security and control of its information.

This Order establishes the CAL/GANG system as the Department's only authorized database on gangs and gang members, and provides definitions relating to criminal street gangs and gang-related crimes. This Order also establishes the requirements and procedure for the collection and maintenance of information on gang members and crimes associated with criminal gangs. This Order supercedes Office of Operations Order No. 8, 1990.

PROCEDURE: The CAL/GANG system shall be the Department's only authorized system for the collection, storage, and retrieval of gang information. The documentation, evaluation, and reporting of gang membership and gang-related crime shall be in compliance with this Order.

The Los Angeles County Sheriff's Department is the Los Angeles County CAL/GANG Administrator. The Commanding Officer, Detective Support Division (DSD), is the Department's CAL/GANG Administrator.

I. DEFINITIONS.

- A. Gang.** A group of three or more persons who have a common identifying sign, symbol, or name, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal activity creating an atmosphere of fear and intimidation within the community.

Note: Any group, including outlaw motorcycle gangs, prison gangs, posses, taggers, party crews, and their associated membership that qualify under the definition of a gang may be maintained in the CAL/GANG system.

- B. Gang Member.** A juvenile or adult who has been positively identified and documented as a gang member under the Department's approved criteria.
- C. Affiliate Gang Member.** A juvenile or adult who is identified by a gang officer as one who associates with a gang, but is not necessarily a full member.
- D. Gang Officer.** Any officer or detective assigned to a Department authorized gang investigation unit including, but not limited to, Area Gang Detail, Bureau Administrative Special Enforcement Unit (SEU), Detective Support Division's Career Criminal Apprehension Section (CCAS) and Asian Crime Investigation Section (ACIS), and Transit Group's Transit Graffiti Habitual Offender Suppression Team(s) (GHOST).
- E. Gang-Related Crime.** Any crime may constitute a gang-related crime when the suspect or victim is an active or affiliate gang member, or when circumstances indicate that the crime is consistent with gang activity.

Note: Crime consistent with gang activity can include, but is not limited to, incidents when:

1. The suspect or victim has a gang tattoo(s);
2. The suspect or victim has a gang moniker;
3. A statement indicating gang involvement was made;

4. The suspect or victim demonstrated gang behavior; or,
5. Multiple suspects and gang Modus Operandi (MO) were involved.

The gang-related crime classification shall be approved by the Operations Support Division commanding officer. In the rare circumstance when the classification cannot be determined at the Area level, the Commanding Officer, DSD, shall make the final determination.

- F. Gang-Related Statistical Crimes.** When the following violent crimes are determined to be gang-related, they shall be monitored statistically by the Department to assess the level of gang crime in an Area. The statistically monitored gang-related crimes are:

- * Murder;
- * Attempt Murder;
- * Felony Assault;
- * Assault on a Police Officer (Includes Battery, Assault with a Deadly Weapon and Attempt Murder on a Police Officer);
- * Robbery;
- * Shots Fired into an Inhabited Dwelling;
- * Kidnap;
- * Rape;
- * Arson;
- * Witness Intimidation (Includes Terrorist Threats);
- * Extortion; and,
- * Carjacking.

- G. Hard-Copy File.** Department files which contain completed and cross referenced gang information including:

- * Gang/Member Activity File Card, LAPD Form 12.16.0;
- * Gang Vehicle File Card, LAPD Form 12.16.1;
- * Gang Tattoo File Card, LAPD Form 12.16.2;
- * Gang Moniker File Card, LAPD Form 12.16.3; and,
- * Gang Subject Identification Cards (I-Card), LAPD Form 12.16.4.

These files shall be the only Department authorized hard-copy files on gangs and gang members. These

hard copies shall be maintained and secured by the originating gang investigation unit.

II. CRITERIA FOR GANG MEMBER DOCUMENTATION. The following criteria have been established for identifying individuals as gang members or gang affiliates.

A. Gang Membership Criteria. Indicators of gang membership shall include at least two of the following criteria:

- * Individual admits to being a gang member, i.e., openly declares active membership upon first officer contact or during pre-custodial screening;
- * Individual has been identified as a gang member by a tested reliable criminal informant;
- * Individual has been identified as a gang member by an untested criminal informant with documented corroboration;
- * Individual has been identified as a gang member by a citizen informant;
- * Individual is wearing gang attire;
- * Individual uses gang hand signs or symbols;
- * Individual has gang tattoos;
- * Individual frequents gang areas and openly associates with documented gang members; or,
- * Individual has been arrested with documented gang members.

Once two or more of these criteria are met, an identifying number other than a date of birth is required before the gang member can be entered into the CAL/GANG system (e.g., social security number, driver's license number, LA number, CII number, FBI number or Main number).

B. Gang Affiliate Criteria. An individual who meets only one of the above criteria may be designated as a gang affiliate. In addition to listing the specific criterion and an identifying number other than the date of birth, the gang officer shall document the name of the documented gang member with whom the affiliate is associated, the gang member's date of birth, and his/her CAL/GANG number on the affiliate's I-Card.

III. AREA CRIME ANALYSIS. The accuracy of the CAL/GANG system is based entirely on the accuracy and timeliness of the information entered into it. The Area Crime Analysis Detail (CAD) shall:

- * Input and update records in the CAL/GANG system;
- * Assist gang officers by providing gang-related investigative leads;
- * Compile and interpret gang-related information searches; and,
- * Compile the monthly Area gang crime statistics.

IV. CONTACTS WITH GANG MEMBERS.

A. Investigations and Arrests. Officers conducting an investigation and/or making an arrest(s) involving a suspected active or affiliate gang member(s) shall verify the suspect's membership through the CAL/GANG system. The results shall be documented in the narrative of the arrest report, follow-up report, or the Preliminary Investigation Report (PIR).

When the arrest or preliminary investigation reveals that the crime is gang-related, the reporting officer shall check the "DSD/SEU" box on the front of the arrest report or PIR indicating the requirement for extra copies to be sent to DSD and the appropriate Bureau Administrative SEU or Area Gang Detail. When these boxes are checked, the reporting officer shall ensure that the narrative fully explains the rationale for determining that the arrest or investigation is gang-related.

Note: Suspected gang membership information may also be further investigated by contacting the Area Gang Detail or Bureau Administrative SEU to assist with a hard-copy file search.

B. Field Identification. Officers who contact a suspected active or affiliate gang member and determine that the completion of a Field Identification Report (FI Card), LAPD Form 15.43, is appropriate, shall document the following additional information in the narrative portion of the FI Card:

- * How gang membership was established (e.g., admits gang membership, tattoos, attire, etc.);

- * The specific type of gang activity involved; and,
- * The words "GANG MEMBER" or "GANG AFFILIATE" in the narrative portion of the FI Card, depending upon the criteria documented by the officer.

The completed FI Card shall be routed to the Area Gang Detail in which the FI Card was completed for gang affiliation verification. The Area Gang Detail will then complete or update the I-Card if the criteria for a gang member or gang affiliate has been established.

After updating the I-Card, the Area CAD shall enter the new information into the CAL/GANG database within three working days. The FI Card shall then be routed through the Area Records Unit for normal processing.

Note: Gang officers and other personnel who have completed the required CAL/GANG training may also input and update information into the CAL/GANG database.

V. MAINTAINING DEPARTMENT GANG FILES. Any non-CAL/GANG system or gang database is not authorized and shall not be maintained by any individual, detail, unit, Area, or bureau. Private or localized gang databases lack security controls and audit capability required for an intelligence database. As a result, their confidentiality and reliability is severely jeopardized.

A. Hard-Copy Files. Hard-copy files refer to the completed Gang/Member Activity File Cards, Gang Vehicle File Cards, Gang Tattoo File Cards, Gang Moniker File Cards, and Gang Subject I-Cards. These files contain information on street gangs, their members and affiliates who are, have been, or are likely to be involved in criminal activity and shall only be maintained by Department authorized gang investigation units.

Hard-copy files shall remain secured and locked at all times. However, these files shall have 24-hour accessibility for emergency usage.

The Department hard-copy files on outlaw motorcycle gangs and prison gangs shall only be maintained by DSD, CCAS. Hard-copy files on Asian gangs may be

maintained by Gang Details, Bureau Administrative SEU's or ACIS, DSD.

- B. Gang Subject Identification Card Completion.** Hard-copy files of completed I-Cards shall be maintained on all gang members and gang affiliates. The purpose for maintaining a hard-copy file is to back-up the CAL/GANG system and to preserve and organize the gang member/affiliate photographs.

The completed I-Card shall contain the following information:

- * Complete name;
- * Moniker;
- * Date of birth;
- * Identifying number(s);
- * Juvenile/Parent notification;
- * CAL/GANG number;
- * Criteria rationale and date documented in miscellaneous information;
- * Name and serial number of officer obtaining information;
- * Individual's photograph (if available); and,
- * Complete name of gang or group.

This information and all additional updated information shall be entered into the CAL/GANG database within three working days.

- C. Hard-Copy File Organization.** The Department hard-copy files may be organized as follows:

- * Gang/Member Activity File Card arranged in alphabetical order by gang name, containing the names of all documented members;
- * Gang Vehicle File Card arranged by vehicle make;
- * Gang Tattoo File Card arranged by member names or by gang names;
- * Gang Moniker File Card arranged either by gang names or moniker names; and,
- * Gang Subject I-Cards, which may include a copy of a current photograph of the subject. (This file may be divided into three files arranged by gang name under three separate categories of active, inactive, and deceased).

Note: At a minimum, the hard-copy files shall consist of completed I-Card files with CAL/GANG numbers arranged by gang name.

VI. CAL/GANG SYSTEM AND GANG FILE SECURITY. The purpose of the entire CAL/GANG system and the hard-copy filing systems is to provide Department personnel with an investigative tool for conducting investigations which may involve gang members or affiliates.

A. Confidentiality. All Department personnel are reminded that it is not a crime in and of itself to be a gang member. It is incumbent upon the Department to protect the confidentiality of the CAL/GANG database and the Department gang files, and to safeguard the Constitutional rights of those identified. As a result, access is restricted to gang officers or personnel who have met the "right to know, need to know" criteria.

B. Retrieval of Database Files and Photocopies. Authorization to print gang member list(s) from the CAL/GANG database shall only be obtained from the Commanding Officer, DSD. If approval is obtained, these lists shall not be copied, faxed, or mailed. Any printouts from the CAL/GANG database shall not be used as addenda for reports (e.g., search warrants, arrest warrants, or gang injunctions, etc). They shall not be placed in personal ready reference files, investigative notebooks, or case packages.

At the culmination of an investigation, the investigating entity shall notify the Commanding Officer, DSD, of the final disposition of the case and destroy the gang list in an appropriate manner.

The CAL/GANG database or hard-copy file(s) photocopies, faxes, or any form of reproductions thereof shall not be taken into the field by any member of the Department. Original I-Cards or photocopies shall not be taken out of the gang investigation entity office.

C. Off Hour and Emergency Access. Murders, assaults on police officers, and high-profile crimes may occur at anytime and may require access to the CAL/GANG

database to insure timely information is available to the investigating officer (I/O).

1. **Access.** Accessing the CAL/GANG database requires proper training and a password. Under emergency situations, when personnel trained to access the CAL/GANG database are not available, the I/O shall telephonically request assistance by contacting the person named in the DSD, CCAS, notification roster. This roster is maintained by the Department Command Post, Communications Division.
2. **Printing.** If the I/O determines that CAL/GANG information needs to be printed, the I/O shall maintain control of any printed information from the CAL/GANG database and notify the Commanding Officer, DSD, as soon as appropriate on the next business day.

All prior conditions shall be applied to this printed information. It shall not be placed in any investigative packages, faxed, copied, or taken into the field. The I/O shall be guided by the directions of the Commanding Officer, DSD, for proper disposition of the printed information.

- D. Discovery Motions and Court Requests for Records.**
The Commanding Officer, DSD, is the Department Custodian of Records for the CAL/GANG database and for all hard-copy gang files throughout the Department.

The Commanding Officer, DSD, shall be notified of all legal requests pertaining to information or records from the CAL/GANG system and/or any hard-copy gang files. Gang investigation units shall follow the direction of the Commanding Officer, DSD, in handling legal requests for gang information. These units shall receive prior approval from the Commanding Officer, DSD, before releasing any information.

- VII. PHOTOGRAPHING KNOWN OR SUSPECTED GANG MEMBERS.** Only gang officers are authorized to take non-booking identification photographs of active and affiliate gang members.

A. Field Photographs of Suspected Gang Members. Gang officers shall adhere to the following guidelines when photographing a suspected gang member or gang affiliate:

- * Officers shall not use physical force or any other form of coercion in acquiring a photograph;
- * Officers shall request and receive permission from the individual to take a photograph when that person is not being arrested or otherwise legally detained;
- * Officers shall not pose the individual with name or gang identification cards;
- * Individuals photographed shall be unrestrained and on public property;
- * Officers shall conduct the photographing process contemporaneously with the completion of the FI card;
- * The photograph may not extend the time necessary to complete the interview process; and,
- * A full explanation shall be provided to the suspect as to the purpose of the photograph.

B. Security of Gang Member/Affiliate Photographs. Gang photo books must be maintained by gang units and shall be secured at all times. Photographs shall not be utilized as a ready reference in the field. Gang officers shall follow the same security measures with respect to protecting gang member and affiliate photos as exercised for the CAL/GANG database and the hard-copy files.

C. Photograph Line-Up Procedures. The CAL/GANG database has the capability of producing a six pack photo line-up for investigative purposes. Photographs shall not have the name of the gang member on the photo. Photographs may be copied for photo books. Gang member photos shall not have the member's name on the photo.

When CAL/GANG generated photo line-ups are not available, I/O's shall use the Department's existing established photo line-up procedures when selecting photos.

VIII. NOTIFICATION TO PARENT OR GUARDIAN OF JUVENILES. Gang officers shall attempt to notify a juvenile's parent or

guardian in person when a juvenile is to be added to the Department's gang files. When an in-person or telephonic notification to the parents or guardian is not possible, (e.g., conflicting work schedules, residence outside of the City, etc.), the investigating gang unit OIC shall cause a letter to be mailed to the parents or guardian utilizing the Gang Affiliation Letter, LAPD Form 12.16.5 or the Gang Affiliation Letter (Spanish Version), LAPD Form 12.16.6. The manner of notification (in-person, telephonic, letter, etc.), date, and officer making the notification shall be indicated on the I-Card.

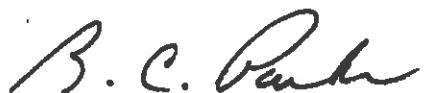
Exception: When parental notification may jeopardize an active criminal investigation, such notification may be delayed. However, once the investigation is no longer jeopardized, the gang investigation unit OIC shall cause the parent or guardian to be advised in person of the date, time, and circumstances under which the juvenile's name was entered into the Department's gang files.

IX. AUDITS AND PURGING OF FILES. Routine and thorough audits and purging of outdated files and inactive gang members enhances the credibility and reliability of both the CAL/GANG system and the hard-copy files.

- A. Audits.** Audits of gang investigation unit hard-copy files shall be conducted quarterly by the gang unit's commanding officer. Bureau audits of Area hard-copy gang files shall be conducted annually by the Bureau Administrative SEU. The findings of these audits shall be reported in writing to the Commanding Officer, DSD.
- B. Purging.** The CAL/GANG system will automatically alert the Department when an individual's file has had no activity for the preceding five-year period. Only trained Department personnel assigned to CCAS, DSD, may purge those individual files from the system. A hard copy of the CAL/GANG files that are purged shall be placed in an inactive file which shall be secured and kept separate from the active files. The deceased status of gang members and gang affiliates shall be entered into the CAL/GANG system as that information becomes available to the Area CAD. Incarcerated gang members shall be deemed active and a notation placed into the CAL/GANG system.

AMENDMENTS: This Order adds Section 4/269 and amends sections 2/643.01, 2/643.41, 2/643.43, 2/711, 2/711.01, and 2/725.09, to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Support Division, shall monitor compliance with this Order in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS
Chief of Police

DISTRIBUTION "A"